

REVISED
11-22-17



City of Annapolis
Department of Planning & Zoning
Historic Preservation Division
145 Gorman Street, 3rd Floor
Annapolis, MD 21401-2535

COPY

FOR CITY USE ONLY	
AGENDA #	N.B.#4
MEETING DATE	11-14-17

HistPres@annapolis.gov • 410-263-7961 • Fax 410-263-1129 7961 • MD Relay or 711 • www.annapolis.gov

HPC Public Hearing Application for Certificate of Approval

Building site address 21 SOUTHGATE AVE.

Provide complete information below. Mailing addresses and telephone numbers are *required*.

Property Owner Information	Contractor's Information
Name <u>Katherine Koch, Arthur Edwards</u>	Name <u>TBA</u>
Address <u>21 Southgate Ave</u>	Address _____
City <u>Annapolis</u> State <u>MD</u> Zip <u>21401</u>	City _____ State _____ Zip _____
Day phone _____ Cell <u>410-703-3643</u>	Day phone _____ Cell _____
E-mail <u>Jibe@SevernCos.com</u>	E-mail _____

Authorizing Applicant Information	Architect/Engineer Information
Name <u>ALEXANDRA TWEED SEARS</u>	Name <u>HEIKE WOLKER ASLA</u>
Address <u>2 CHURCH CIRCLE</u>	Address <u>3173 HARNESS CREEK RD</u>
City <u>ANNAPOLIS</u> State <u>MD</u> Zip <u>21401</u>	City <u>ANNAPOLIS</u> State <u>MD</u> Zip <u>21403</u>
Day phone <u>443 254-5661</u> Cell <u>SAME</u>	Day phone <u>410 267-0701</u> Cell _____
E-mail <u>asears@cbmove.com</u>	E-mail <u>heike@wolker.com</u>

- Applicant/Agent to receive comments UDA E-MAIL
- Will you be applying for the Historic Preservation Tax Credit? ☐ Yes ☒ No
The tax credit is limited to those expenses having to do with the exterior features of a structure and the total estimate of expenses per application must exceed \$5,000. Applications must be submitted prior to start of work. Please refer to the Annapolis City Code [Section 6.04.230](#) – Historic Preservation Tax Credit.
- Are there any easements or deed restrictions for the exterior of this building or the site? ☐ Yes ☒ No
If yes, submit a letter from the easement holder stating their approval of the proposed work.
- A site plan to scale indicating property lines and lot dimensions, adjacent street and curb cuts, existing structures and locations for all existing and proposed exterior signs.
If signs are proposed please provide drawings indicating material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.
- Scaled drawings (1/4" to 1") for new construction, additions, and major alterations must be submitted. Drawings must include: plans, sections, elevations and details.
1 full size to scale set of 11" x 17" or larger plans & 8 reduced sets on 8" x 11" or 8" x 14" to scale.
- Printed color photographs or digital photos of existing conditions must be submitted in original packet. Photocopies of the photographs may be used in the remaining eight packets. Once your project is completed, photos of the completed work must be submitted to the Historic Preservation Staff within 60 days.
- Applicant must provide cut sheets/specifications on materials and methods to be used.

8. Required permits attached, if applicable: ☒ Fence ☒ Tree ☐ Sign ☒ Building
9. A PDF on a Disc or Thumb Drive of entire application package must be submitted.
10. Description of work proposed. **Please be specific and include as much information as possible in the box below.** Attach an extra sheet if more space is needed.

Single off-street parking space with stone retaining walls along Franklin Street towards rear of property.

11. Estimated cost of improvement \$ \$ 12,000.00

Filing Fee

Rate is 1% of Estimated Cost of Improvement. (Minimum of \$25.00 – Maximum of \$1,000.00)

Rate is 2% of Estimated Cost of Improvement for "After the Fact" Approvals (Minimum of \$50.00 – Maximum of \$2,000.00)

Make check payable to *City of Annapolis*

Signature of owner or authorized agent

The applicant certifies & agrees as follows: (1) that they are authorized by the property owner to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically approved by the Historic Preservation Commission; (5) that they are authorized by the property owner to grant City officials the right to enter onto the property for the purpose of inspecting the work permitted.

A Notice of Public Hearing sign will be made available to the applicant. By signing this application, the applicant acknowledges that it is their responsibility to post the sign 15 days before the hearing.

Owner/Applicant signature ALEXANDRA TUCKER SEARS Date 10/4/17

FOR HPC USE ONLY

Rate x Estimated Cost \$ _____ Application received _____

Date paid _____ Amendment to COA # _____



City of Annapolis
 Department of Public Works
 145 Gorman Street, 2nd Fl
 Annapolis, MD 21401-2529

PublicWorks@annapolis.gov • 410-263-7949 • Fax 410-263-3322 • TDD use MD Relay or 711 • www.annapolis.gov

Curb Cut Permit Application Bureau of Engineering & Construction

This permit applies only to work being done within the public right of way. Work on private property (including installing a driveway) may require a separate permit. Please contact the Office of Planning and Zoning at 410-263-7961 and the Office of Code Enforcement at 410-220-2200 for further information.

Application date October 5, 2017

Applicant information

Name Katherine Koch, Arthur Edwards

Address 21 Southgate Ave, Annapolis MD 21401

Phone(s), day 410-703-3643

Contractor information

Name TBA

Address _____

Phone(s), day _____

I/WE have copies of the City Details and Specifications and hereby make application for a curb cut at
21 Southgate Avenue, Annapolis MD 21401

for the purpose of constructing a curb cut approximately 13' feet wide.

Traffic Control (vehicular and pedestrian) shall be in accordance with the latest Manual on Uniform Traffic Control Devices (MUTCD). Work should begin on or about December 2017.

Permit expires 180 days from date of issuance. *A sketch plan must be attached showing proposed work, street, driveway, building(s), property lines, etc. You may use a print of the Annapolis utility maps for this purpose.*

Inspection requirements

The contractor doing the work must call the Public Works Inspector 24 hours prior to starting work. The work must be inspected before concrete is poured and a final inspection must be performed when the work is complete. Contact Rodger McAlister, Public Works Inspector, at above numbers between the hours of 8:30 - 9:00 a.m. or 4:00 - 4:30 p.m. daily to schedule inspections.

Signature ALEXANDRA TOWNE SEALS Date 10/4/17



City of Annapolis
Department of Public Works
145 Gorman Street, 2nd Fl
Annapolis, MD 21401-2529

PublicWorks@annapolis.gov • 410-263-7949 • Fax 410-263-3322 • TDD use MD Relay or 711 • www.annapolis.gov

**Bureau of Engineering & Construction
Curb Cut Permit Application**

FOR CITY USE ONLY

Approved ☐ Yes ☐ No

Date issued _____ Fee _____ Permit # _____

Signatures:

Public Works _____ Date _____

HDC if applicable _____ Date _____

Comments



City of Annapolis
 Department of Planning and Zoning
 145 Gorman Street Fl 3
 Annapolis, MD 21401-2529

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

Permitting@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Fence Permit Application

Per City Code [Section 17.34](#) and [21.60.070](#)
[Fee Schedule](#)

Site Information

Building Site Address 21 Southgate Avenue, Annapolis MD 21401

Property Tax ID # 6000-0802-6510 Is this in the Historic District? ☒ Yes ☐ No
☒ Residential ☐ Commercial If commercial, name of business. _____

Is the above address with the

If located within the Historic District, all proposed new fences and walls, and all proposed alterations to existing fences and walls, require the review and approval of the Historic Preservation Commission, prior to submitting for a fence permit.

Property Owner Information		Applicant Information	
Name	<u>Katherine Koch, Arthur Edwards</u>	Name	<u>ALEXANDRA TOWER SEARS</u>
Address	<u>21 Southgate Ave</u>	Address	<u>2 CHURCH CIRCLE</u>
City	<u>Annapolis</u> State <u>MD</u> Zip <u>21401</u>	City	<u>ANNAPOLIS</u> State <u>MD</u> Zip <u>21401</u>
Day phone	_____ Cell <u>410-703-3643</u>	Day phone	<u>443-254-5661</u> Cell _____
E-mail	<u>jibe@SevernCos.com</u>	E-mail	<u>asears @ cbmore.com</u>

Contractor's Information	
Name	<u>TBA</u>
MHIC License #	_____
Address	_____
Expiration Date	_____
City	_____ State _____ Zip _____
State of MD Construction License #	_____
Day phone	_____ Cell _____
Expiration Date	_____
E-mail	_____

Submittal Requirements (See page 6, attached). APPLICATION MUST BE SUBMITTED WITH THE ATTACHED CHECK LIST OR THE APPLICATION MAY NOT BE PROCESSED.

Permit Type: ☒ New Work ☐ Replace Existing ☐ Repair ☐ Alter Existing

Type of Fence (wood, masonry, stone, wire, metal, plastic, vinyl, etc) metal guard rail on top of retaining wall

Fence Length 54' Height 3' Value of Construction \$ 3,000.00

Signature of owner or authorized agent

The applicant certifies & agrees as follows: (1) that they are authorized to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; (5) that they grant the City officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices; (6) if you choose to appeal the issuance, decision, determination or order of this permit, the petition for appeal shall be in writing stating the grounds for appeal and shall be filed with the Building Board of Appeals within 15 calendar days of the issuance, decision, determination or order. Any right to appeal shall be waived if not timely filed.

Owner or Authorized Agent (print) ALEXANDRA TOWER SEARS
 Signature ALEXANDRA TOWER SEARS Date 10/14/17

FOR CITY USE ONLY

Final Approval _____ Date _____
 App Fee Paid _____ Permit fee _____ Fee due _____



City of Annapolis

Department of Planning and Zoning
145 Gorman Street Fl 3
Annapolis, MD 21401-2529

Permitting@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Supplement to Fence Permit Application Plan Submittal Check List

Building Site Address 21 Southgate Avenue, Annapolis MD 21401 Permit # _____

FIVE (5) COPIES OF THE FOLLOWING must be submitted or application may not be processed. Six (6) copies for commercial.

This permit application shall be accompanied by a scaled drawing showing the proposed location and dimensions of the fence or wall on the subject lot, and its relationship to the property lines, public rights-of-way, easements, utilities, existing structures, existing trees, and steep topography. The permit application shall also include construction drawings, pictures or diagrams sufficient to illustrate the overall design and materials to be used for the proposed fence or wall.

Required Submittal – CONFIRM CORRECT # OF COPIES FOR EACH BELOW.

Attached	Not Applicable	Required Submittal (Confirm correct number of copies for each below)
_____	_____	1. If located within Historic District – <i>HPC Certificate of Approval</i>
<u>✓</u>	_____	2. Fence Permit Application
<u>✓</u>	_____	3. Site Plan – <i>a scaled drawing showing the proposed location and dimensions of the fence or wall (including any gates) on the subject lot, and its relationship to the property lines, public rights-of-way, easements, utilities, existing structures, existing trees, and steep topography.</i>
<u>✓</u>	_____	4. Construction Drawings – <i>measured drawings showing the overall design and materials to be used, footing details, and architectural elevations of both sides of the proposed fence or wall (the finished side of the fence or wall must face out).</i>
<u>✓</u>	_____	5. Photographs – <i>in addition to the above documents: pictures showing the existing site conditions, and/or pictures of other fences or walls that are similar to the proposed.</i>
<u>✓</u>	_____	6. Tree Permit Application – <i>required for the removal of trees ≥ 5" in diameter located within the front or side yard setbacks adjacent to the City right-of-way.</i>
_____	_____	7. Other – <i>any other additional documentation sufficient to illustrate the overall design and materials to be used for the proposed fence or wall as deemed necessary by the City in order to review the proposed fence or wall for conformity with the City Code. Please describe below.</i>

PLEASE CAREFULLY READ THE ATTACHED REGULATIONS FROM THE CITY CODE CONCERNING FENCES AND WALLS WITHIN THE CITY OF ANNAPOLIS.

ALL FENCES AND WALLS MUST BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF ANNAPOLIS CODES, WHETHER HEREIN SPECIFIED OR NOT.

Signature of owner or authorized agent

I attest that the above plans/drawings are either attached, or are not applicable as noted above.

Owner or Authorized Agent (print) ALEXANDRA TOWER SEARS
Signature ALEXANDRA TOWER SEARS Date 10/4/17

NO WORK MAY BEGIN UNTIL YOU HAVE RECEIVED YOUR FENCE PERMIT CARD FOR POSTING.

heike nolker, ASLA
3173 harness creek road
annapolis, maryland 21403
phone: 410-267-0701
mail: heike@heikenolker.com

Off Street Parking
w/Retaining Walls



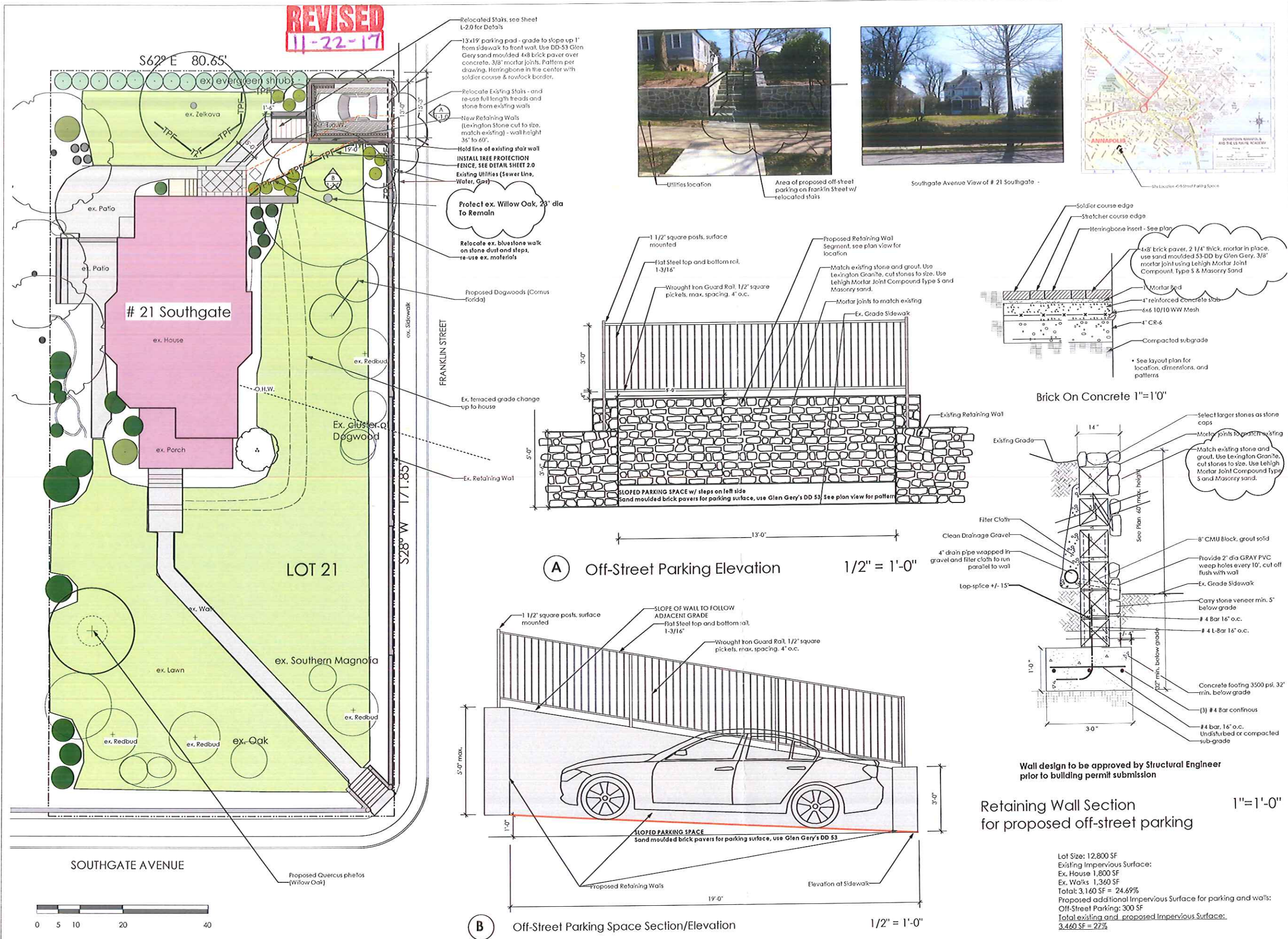
revised: 27 Oct. & 15 Nov,
2017 per P&Z comments

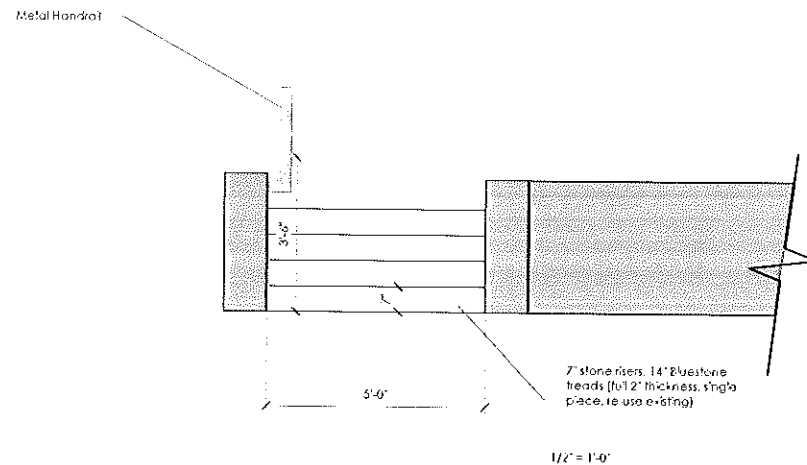
Edwards Residence
21 Southgate Ave
Annapolis, MD 21401

A diagram of a circular object, possibly a ring or a small wheel, with four arrows pointing outwards from its center. The arrows are labeled with cardinal directions: 'South' at the top, 'West' on the right, 'North' at the bottom, and 'East' on the left. The circular object has a thick outer ring and a thinner inner ring, with a central hole.

sheet:

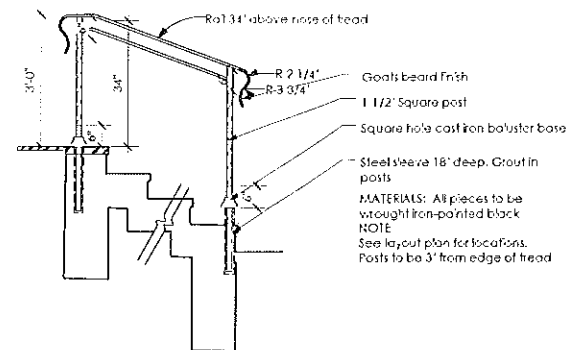
L-1.0





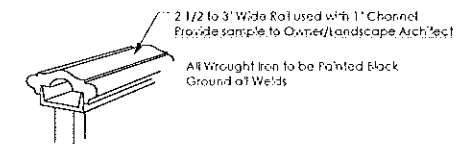
Stair Elevation
See Plan for location

1/2"=1'-0"



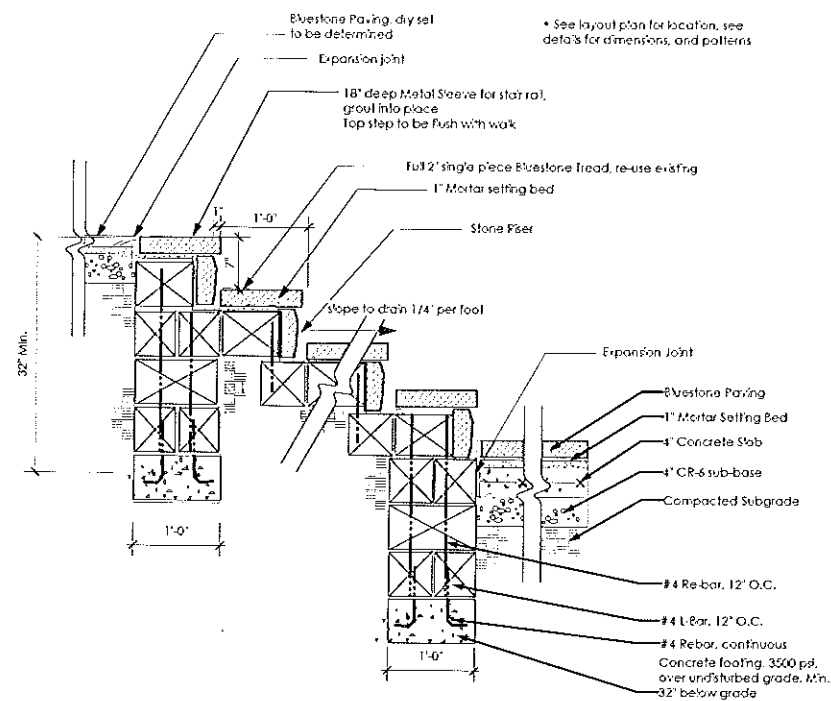
Handrails

1/2"=1'-0"



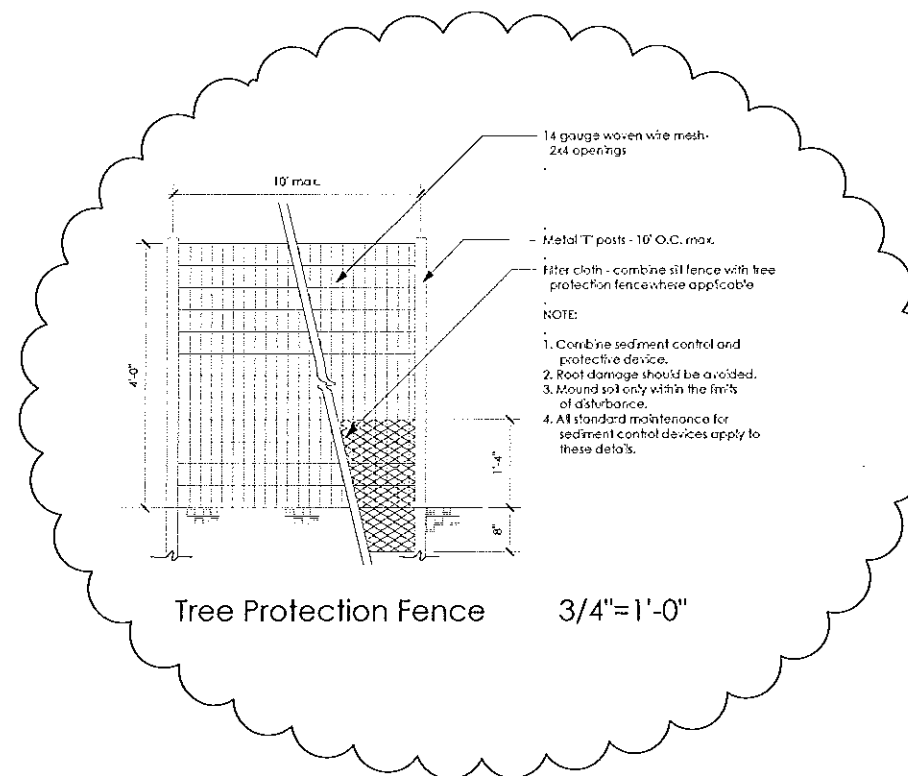
Handrail Top

N.T.S.



Relocated Access Stairs
at front of proposed parking space
re-use existing materials
(side entrance - homeowner's primary access)

1"=1'-0"



Tree Protection Fence

3/4"=1'-0"

landscape architect:

heike nolker, ASLA
3173 harness creek road
annapolis maryland 21403
phone: 410-267-0701
email: heike@heikenolker.com

title:

Off Street Parking
w/Retaining Walls



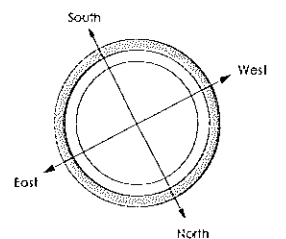
date: 27 October 2017

revised: 5 Nov 2017
per P&Z comments

project address:

Edwards Residence
21 Southgate Ave
Annapolis, MD 21401

Tax ID 6000-0802 6510
Map 51 F, Grid 6, Parcel 630, Lot 21



scale: varies

sheet: 2 of 2

L-2.0